

Department of Civil Service
Employee Growth and Development

Hello Employees,

This is to inform you that the Department of Civil Service has rolled out a new performance management system – PERFORM. All City employees will soon receive an email from noreply@NeoGov.com. This email may look like this:

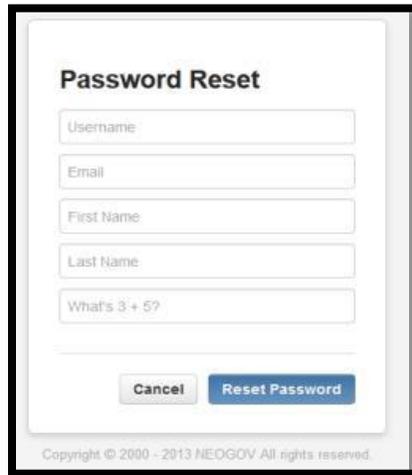


OR



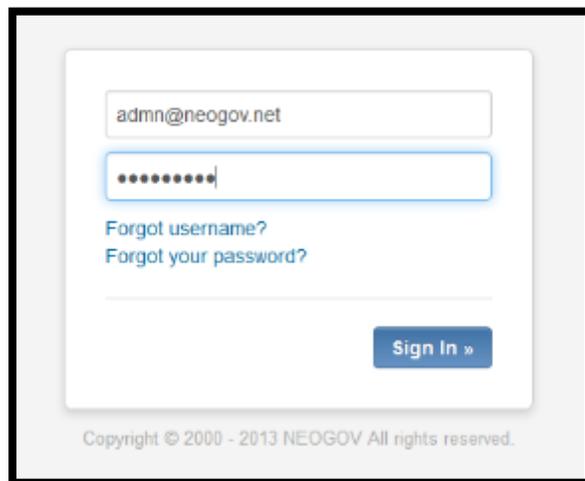
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Once you have received this notification email, please follow the link "Click to reset password" to activate your PERFORM account. After you have reset your password, you should be able to log in and out of your PERFORM account easily, using your email address and the password (you just set).



The screenshot shows a "Password Reset" form with the following fields: Username, Email, First Name, Last Name, and a security question "What's 3 + 5?". At the bottom, there are "Cancel" and "Reset Password" buttons. A copyright notice at the bottom reads "Copyright © 2000 - 2013 NEOGOV All rights reserved."

To log into PERFORM on future occasions, use this direct URL: <https://performance.neogov.com/login>. Enter your username (your City-assigned email address) and password then click **Sign In**:



The screenshot shows a "Sign In" form with the following fields: Username (containing "adm@neogov.net") and Password (masked with "*****"). Below the password field are links for "Forgot username?" and "Forgot your password?". At the bottom right, there is a "Sign In »" button. A copyright notice at the bottom reads "Copyright © 2000 - 2013 NEOGOV All rights reserved."

Once you have logged in successfully, you will be taken to your PERFORM dashboard. This is your "homepage." Once the Civil Service has activated the Performance Management form for 2018, you will see that form under "My Evaluations." Employee who supervise other employees will be able to see the form under "My Tasks."

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NEOGOV Perform

Employees Performance Evaluations Library Positions Administrative Trainings Reports

My Tasks [view all](#)

1 Total	0 Rating	0 Approve And Sign	0 Sign	0 Approve	1 Other	0 Overdue
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hide table

Task	For Employee	Related To	Due Date
Performance Planning Session	Hugh Jackman	2018 Annual Performance Planning and Evaluation Form	12/31/2017

1 - 1 of 1 items

My Evaluations [view all of my evaluations](#)

Pilot Run for PERFORM
Due: Sun, Apr 01, 2018
Status: Not Started

My Direct Reports

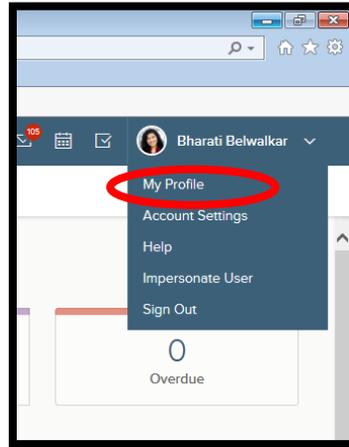
Wayne Carriere MANAGEMENT DEVELOPMENT SPECIALIST R 0 0	Benjamin Goldstein Civil Service Intern 0 0	Hugh Jackman Employee 0 7	Manager Manager Manager 0 0
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2:39 PM 10/13/2017

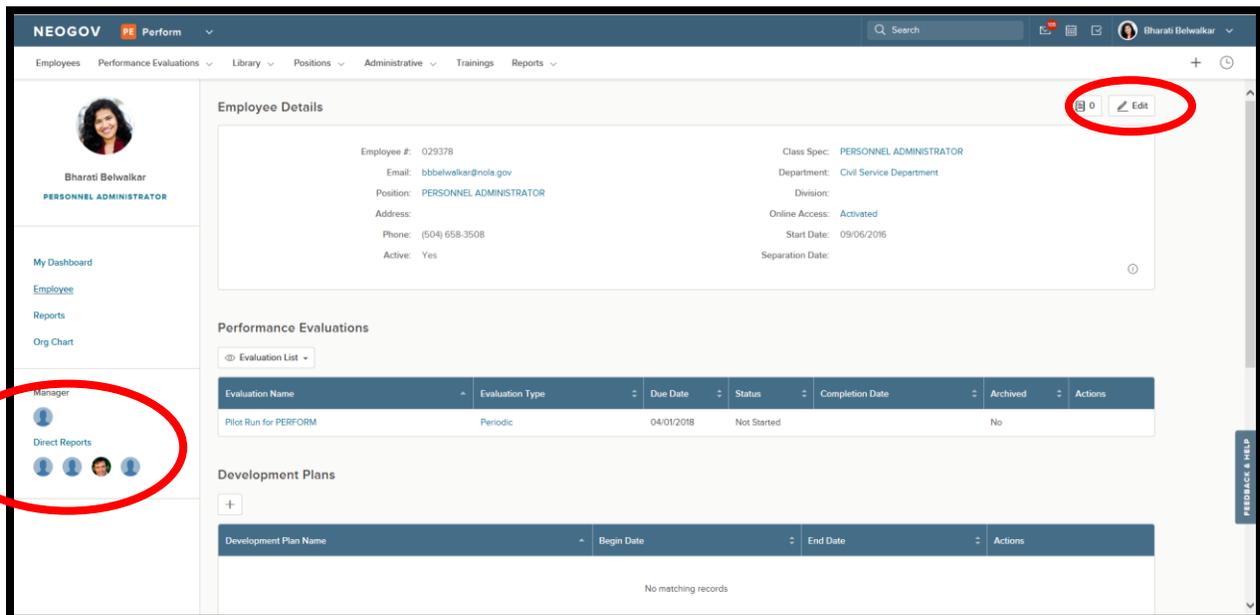
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Some important things to do after you have activated the account:

1. Check your profile information
 - a. Click on your name on the top right corner (a dropdown menu will appear)
 - b. Click on "My Profile" to get to your profile page



2. Add information to your profile (e.g., your current address, your phone number, etc.)
 - a. Click on the "edit" option to do so
3. Check your direct manager and direct reports (if any)
 - a. If the information listed is not accurate, contact your HR personnel or Bharati Belwalkar at Civil Service



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IMPORTANT NOTE: For employees who do not have a City assigned email address, a dummy email address will be created. A list of those employees with their (fake) email addresses and assigned passwords will be provided to all the HR personnel. If you supervise such employees, please make a note of directing your employee to contact your HR personnel and/or Bharati Belwalkar (bbbelwalkar@nola.gov or 504-658-3508).

The Department of Civil Service offers a ton of information on the new system on its website. See here: <https://nola.gov/civil-service/resources/performance-management-training/>

Please be on a lookout for the email from Neogov and activate your PERFORM accounts soon!